

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**  
**PHOTOGRAPHER**

**JOB DESCRIPTION**

Employees in this job use and manipulate the photographic medium for such activities as portraiture, cartography, promotions, exhibits, audio-visual programs, accident site recordings, and various studies.

There are four classifications in this job.

**Position Code Title – Photographer-E**

Photographer 9

This is the trainee level. The employee works in a learning capacity performing a range of photographer assignments under close supervision.

Photographer 10

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of photographer assignments.

Photographer P11

This is the experienced level. The employee performs a full range of photographer assignments, and uses considerable independent judgment in making decisions requiring the interpretation and application of guideline to specific work situations with considerable latitude.

**Position Code Title – Photographer-A**

Photographer 12

This is the advanced level. The employee at this level serves as a lead worker responsible for overseeing the work activities of other photographers, or as a senior worker, performing the most complex photographer assignments. Senior level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

## **PHOTOGRAPHER**

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Photographs live and still subjects and scenes in black and white and in color for portraits, projects, reports, exhibits, investigations, and publications.

Arranges scenes and shots to be taken, selects shooting angles, determines illumination and positions equipment.

Determines correct calibration of equipment.

Cuts and edits film and photographs titles.

Develops and processes negatives and prints.

Operates and maintains equipment such as small hand cameras, enlargers, large precision overhead cameras, lowbed copy cameras, print laminators, proofing laminators, diffusion transfer processors, rapid access processors, microfilm processors, contact frames and all related auxiliary equipment.

Prints aerial contacts, enlargements, and rectifications on paper, film, and glass plates.

Provides technical advice about the available techniques, effects, and uses of the photographic medium.

Produces color and black and white videos by shooting the scenes, editing the copy, dubbing in audio effects, and setting in titles.

Researches new techniques, processes, and equipment.

Meets with vendors and technical representatives about new products and problems with existing products.

Maintains inventories and requisitions supplies.

Prepares and presents slide or video shows to groups.

Makes transfers and decals.

Mounts prints and charts/maps onto various mounting materials.

Performs special photo procedures such as photomicrographs.

Prepares audio-visual materials.

May take aerial photographs.

Duplicates audio and videotapes.

Cleans and makes minor repairs to equipment.

Maintains a film loan library.

Maintains records and prepares reports and correspondence relative to the work.

Performs related work appropriate to the classification as assigned.

**Additional Job Duties**

Photographer 12 (Lead Worker)

Assigns, coordinates, and oversees the work of other photographers.

Determines the applicable methods and processes for carrying out specific photographic program.

Trains or oversees the training of subordinate photographers in work area processes, techniques, and goals.

Photographer 12 (Senior Worker)

Performs on a regular basis the most complex photographer assignments.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of theory and techniques of modern photography.

Knowledge of the equipment, tools and supplies used in the taking, processing, enhancing, and use of photographs including hand held and studio cameras of varying formats, enlargers, processors, laminators, contact frames, papers, chemicals, and lights.

Knowledge of the need for and the use of the photographic medium in varying technical fields, legal purposes, training presentations, and industrial applications.

Knowledge of photographic techniques to produce varying effects and messages.

Knowledge of the uses and effects of various types of lighting and methods.

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Knowledge of video and motion picture cameras and of the electronic equipment used to produce audio/visual tapes and presentations.

Knowledge of the processes and chemicals used in the developing of films and the processing of prints.

Ability to choose proper settings on cameras and photographic processing equipment.

Ability to select the appropriate camera angles, picture composition, filtering, lighting, or other treatment necessary to produce a desired message or special effect.

Ability to accurately present technical, scientific, and professional subjects and activities by photography.

Ability to use industrial photographic materials such as auto positive films, masking films, litho films, and aerial plotting plates.

Ability to operate aerial rectifying enlargers and related equipment.

Ability to take aerial photographs for photo interpretation and photogrammetry.

Ability to advise on technical problems in photography, camera, projection equipment, and films.

Ability to recommend the purchase of photographic equipment and supplies.

Ability to train others in job tasks pertinent to the work.

Ability to clean and make minor repairs to equipment.

Ability to maintain records, prepare reports and correspondence related to the work.

Ability to work efficiently with others.

Ability to communicate effectively.

Ability to maintain favorable public relations.

**Additional Knowledge, Skills, and Abilities**

**Photographer 12 (Lead Worker)**

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Photographer 12 (Senior Worker)

Ability to perform the most complex photographer assignments.

**Working Conditions**

Work is performed in the field, laboratory, and studio and involves the use of motion and still cameras of varying format, as well as other photographic equipment, tools, chemicals, and techniques pertinent to taking, developing, enhancing, reproducing, and displaying photographic images.

The employee may work outdoors or indoors, day or night, at accident scenes, in airplanes and high places, near busy highways, in confined, crowded or isolated places, or in proximity to potentially noxious chemicals and fumes.

Some jobs require an employee to work on high structures.

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to work outdoors as well as in a laboratory.

Some jobs require travel.

**Physical Requirements**

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

The job duties require an employee to traverse rough terrain.

**Education**

Completion of 90 term (60 semester) college credit hours in photography or photographic technology.

**Experience**

Photographer 9

One year of experience performing technical photographic activities for educational, promotional, engineering, or scientific purposes.

Photographer 10

Two years of experience performing technical photographic activities for educational, promotional, engineering, or scientific purposes.

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#### **Photographer 11**

Three years of experience performing technical photograph activities for educational, promotional, engineering, or scientific purposes.

#### **Photographer 12**

Four years of experience performing technical photographic activities for educational, promotional, engineering, or scientific purposes, including one year as an experienced photographer.

#### **Alternate Education and Experience**

Four years of experience performing photographic activities for educational, promotional, engineering, or scientific purposes may be substituted for the education requirement.

#### **Special Requirements, Licenses, and Certifications**

Candidates may be required to provide a portfolio or work samples for review by the hiring agency at the time of a selection interview.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

#### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

##### **Job Code**

PHOTOGPHR

##### **Job Code Description**

Photographer

##### **Position Title**

Photographer-E

Photographer-A

##### **Position Code**

PHOTOGRE

PHOTOGRA

##### **Pay Schedule**

L32-007

L32-013